


<b>INVITATION TO BID</b>  <b>STATE OF LOUISIANA</b> <b>DIVISION OF ADMINISTRATION</b> <b>OFFICE OF STATE PURCHASING</b>				<b>BIDS WILL BE PUBLICLY OPENED:</b>  <b>FEB 22, 2007      10:00 AM</b>	
<b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2212717 <b>FILE NO. :</b> <b>OPENING DATE :</b> 02/22/07  <div style="border: 1px solid black; width: 300px; height: 80px; margin: 10px auto;"></div>		<b>PURCHASING AGENCY NO. :</b> 107001  <b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;"><b>10:00 AM</b></div> <div style="display: flex; justify-content: space-between;"> <span>2212717</span> <span>02/22/07</span> </div> <b>OFFICE OF STATE PURCHASING</b> <b>OFFICE OF STATE PURCHASING</b> <b>POST OFFICE BOX 94095</b> <b>BATON ROUGE, LA 70804-9095</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>BUYER :</b> JOHN COLLINS, CPPB  <b>BUYER PHONE :</b> (225) 342-8031  <b>DATE ISSUED :</b> 01/11/07  <b>REQ. AGENCY :</b> 107001 </div> <div style="text-align: right;">FOLD HERE--&gt;</div> </div> <b>OFFICE OF STATE PURCHASING</b> <b>AGENCY REQ. NO. :</b> <b>ISIS REQ. NO. :</b> 1295008 <b>VENDOR PHONE :</b> <b>FISCAL YEAR :</b> 05 <b>CLASS/SUBCLASS :</b> 42581 <b>SCHEDULED BEGIN DATE :</b> 04/01/07 <b>SCHEDULED END DATE :</b> 03/31/08 <b>T-NUMBER :</b> 92371			
<b>FILING SYSTEMS, MOBILE, STATIONARY,</b> <b>CANTILEVER, STATEWIDE CONTRACT</b>					
<b>TO BE COMPLETED BY VENDOR</b>					
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).					
<b>INSTRUCTIONS TO BIDDERS</b>					
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.					
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>	
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>		

<b>STANDARD TERMS &amp; CONDITIONS</b>		<b>INVITATION TO BID</b>	
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11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

12. CONFERENCE:  
 \_\_\_\_\_ NA  
 \_\_\_\_\_ NA  
 \_\_\_\_\_ NA

13. BID FORMS.  
 ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

14. STANDARDS OF QUALITY.  
 ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

15. DESCRIPTIVE INFORMATION.  
 BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

16. BID OPENING.  
 BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

17. AWARDS.  
 THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

18. PRICES.  
 UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

19. DELIVERIES.  
 BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

20. TAXES.  
 VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:  
 OFFICE OF STATE PURCHASING  
 P O BOX 94095  
 BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:  
 OFFICE OF STATE PURCHASING  
 CLAIBORNE BUILDING, SUITE 2-160  
 1201 NORTH THIRD STREET  
 BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

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 PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.  
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**\*\*ATTENTION:\*\***

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2

TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

3

VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

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<p>4 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.</p> <p>5 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.</p> <p>6 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.</p> <p>7 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.</p> <p>8 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.</p> <p>9 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE</p>			

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<p>STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>10 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.</p> <p>DO YOU CLAIM THIS PREFERENCE? YES _____</p> <p>SPECIFY LINE NUMBER(S) : _____</p> <p>SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES _____ NO _____</p> <p>IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?</p> <p>YES _____ NO _____</p> <p>FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>11 ***** PLEASE NOTE - ACTION NEEDED IN THIS CLAUSE HAS CHANGED***** ***** COOPERATIVE PURCHASE. POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACTS AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.</p> <p>12 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY</p>			

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<p>BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.</p> <p>CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.</p> <p>13 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS ARE MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>14 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.</p> <p>15 CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$100,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.</p> <p>A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT <a href="http://WWW.EPLS.GOV">WWW.EPLS.GOV</a></p> <p>16 CONTRACT PERFORMANCE EVALUATION          IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO <a href="http://WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM">WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM</a> OR CALL FOR A COPY.</p> <p>AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.</p> <p>17 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p>			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.

LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

18 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.



PRICE SHEET		INVITATION TO BID			
NUMBER : 2212717 OPEN DATE : 02/22/07      TIME: 10:00 AM T-NUMBER : 92371		BIDDER:			PAGE 9
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO: STATEWIDE DELIVERY</p> <p>COMMODITY CODE: 425-81-119943</p> <p>FILING SYSTEMS, MOBILE AND STATIONARY AND CANTILEVER SHELVES.</p> <p>DO NOT PLACE QUOTES ON THIS PRICE SHEET PAGE. REFER ELSEWHERE IN THE DOCUMENT FOR PRICING.</p> <p>TO ESTABLISH A STATEWIDE CONTRACT FOR THE PURCHASE OF FILING SYSTEMS FOR USE BY STATE AGENCIES, ELIGIBLE POLITICAL SUBDIVISIONS AND QUASI AGENCIES. THIS CONTRACT WILL BE A DISCOUNT OFF THE CATALOG LIST PRICES.</p> <p>THE STATE OF LOUISIANA WILL MAKE AN AWARD TO THE LOWEST RESPONSIVE RESPONSIBLE BIDDER IN ACCORDANCE WITH SPECIAL TERMS AND CONDITIONS ATTACHED, FOR AN INITIAL PERIOD OF TWELVE (12) MONTHS. THE CONTRACT MAY BE EXTENDED FOR TWO (2) ADDITIONAL TWELVE (12) MONTH PERIODS FOR A TOTAL NOT TO EXCEED THIRTY-SIX (36) MONTHS.</p> <p>SPECIFY BRAND (&amp; NUMBER IF APPLICABLE)</p>	1	LOT		

**INVITATION TO BID (ITB)**  
**MOBILE & STATIONARY FILING SYSTEMS & SHELVING**  
**SOLICITATION NO. 2212717**

**Part I. Purpose and Background**

**1.1. Purpose**

The purpose of this Invitation to Bid is to establish a statewide contract for High Density Mobile and Stationary Filing Systems and Shelving for use by eligible entities. This will be a discount off the catalog list price.

**1.2. Background**

The historical net purchase over the most current two (2) year period is approximately \$3,000,000.00 of which approximately \$1,200,000.00 constitute purchases for the Capital Park. The average net purchase per installation has been \$49,000. This solicitation references these estimates as a general indication of the past needs of the State. No commitment of any kind is made concerning the estimated value or potential users of this contract.

**Part II. Calendar of Events, Inquiries, and Prior Approval Process**

**2.1 Calendar of Events**

Release of Invitation to Bid	January 11, 2007
Deadline to Receive Inquiries	January 24, 2007
Deadline for Prior Approval of Products	January 24, 2007
Pre-bid Conference*	January 30, 2007
Response to Requests for Prior Approval of Products	February 06, 2007
Response to Inquiries & Pre-bid Conference	February 16, 2007
Bid Opening Date	February 22, 2007

The State of Louisiana reserves the right to deviate from these dates

\*The pre-bid conference is scheduled for January 30, 2007 at 2:00 PM at the Office of State Purchasing, Claiborne Building, 1201 North Third Street, Suite 2-160, Baton Rouge, LA. Attendance is strongly recommended.

**2.2 Bidder Inquiries**

An initial inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions *MUST* be in writing and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The state shall not and cannot permit an open ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. The State reasonably expects and requires responsible and interested bidders to conduct their in-depth review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may be generated from the state's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is posted to LaPac(\*). If necessary, another addendum will be issued to address the final questions received. Thereafter, all bid documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

\* Note: LaPac is the state's online electronic bid posting and notification system resident of State Purchasing's website [www.doa.state.la.us/osp](http://www.doa.state.la.us/osp) and is available for vendor self-enrollment. In that LaPac provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates.

## **2.3 Inquiry Instructions**

No decisions or actions shall be executed by any bidder as a result of any oral discussions with any state employee or state consultant. The state shall only consider written and timely communications from bidders.

Inquiries shall be submitted in writing by an authorized representative of the bidder, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the state. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all perspective bidders. Vendor may mail, express courier, e-mail, fax or hand deliver inquiries concerning this solicitation to:

Office of State Purchasing  
Attn: John Collins  
P.O. Box 94095  
Baton Rouge, LA 70804-9095  
Fax: (225) 342-9060  
E-Mail: [John.Collins@la.gov](mailto:John.Collins@la.gov)

Courier/Hand Delivered  
-Office of State Purchasing  
Claiborne Building Ste. 2-160  
1201 North Third Street  
Baton Rouge, LA 70802

## **2.4 Prior Approval Process**

The comparative specifications of the manufacturers' high density mobile filing systems and shelving systems product below were used in the development of these specifications. However, it is the explicit responsibility of the bidder/manufacturer to assure compliance with these specifications and to advise the Office of State Purchasing prior to bid opening of any deviations.

- |              |                                   |
|--------------|-----------------------------------|
| - Spacesaver | - White's Aisle Saver (Burroughs) |
| - Montel     | - Tab                             |
| - Aurora     | - Tennesco Shelving               |

Other systems and shelving of similar style, type, character, quality and purpose conforming to the detailed specifications must be submitted to the Office of State Purchasing for prior approval in accordance with the prior approval process and in accordance with the timeline established in the Calendar of Events. The Filing Systems and shelving must be available for review within five (5) working days of the prior approval/inquiry deadline. The bidder shall provide access to an installation of the system they are bidding, at no cost to the State, within a ninety (90) mile radius of Baton Rouge. This installation should include the basic components such as itemized in one of the typical filing systems included elsewhere in this document. Systems that are not in compliance with the minimum requirements or are not made available for evaluation will not be prior approved or considered for an award.

## **2.5 Required of all Bidders Requesting Prior Approval**

Prior approval is required for any product being bid, other than the specific brands listed herein. Any manufacturer's name, trade name, or brand name used in the specifications is for the purpose of describing the quality level and characteristics required.

- A. Product literature and brochures, fully illustrating the products and identification of brand, product name and model number.
- B. Product specifications and technical data with any deviations from these specifications highlighted and explained. Any change made to the manufacturer published specifications submitted for a product shall be verifiable by the manufacturer.
- C. An electric, or mechanical assist high density filing system, fully configured shelving system using the same components depicted in Typical D or F, and a cantilevered system depicted in C are to be made available for review and approval by the Office of State Purchasing within ninety (90) miles of Baton Rouge. The filing system must be available for review within five (5) working days of the prior approval/inquiry deadline.
- D. It is incumbent upon the bidder to establish that any product submitted for prior approval meets or exceeds the specifications herein and that service, dealer, and manufacturer's requirements can be satisfied.

## Part III Bid Submission

### 3.1 Complete Submittal

**Each bidder shall submit one original copy of the entire bid** in a sealed envelope which is identified with the bid opening date and time and solicitation number. A complete submittal is required for the bid to be accepted. Bids submitted on forms other than those provided by State Purchasing will not be considered. Each bid must be written in ink or typewritten and signed in ink (pencil is not acceptable). Any price changes or corrections made on the bid form are to be initialed by the bidder. **A complete submittal will include but is not limited to the following.**

- A. Dated manufacturer catalog(s) showing the complete component line bid and list prices. Refer to Part VI, Product Catalog, for additional catalog requirements.  
**(Required with bid).**
- B. In accordance with R.S. 37:2163A, the Contractor's License Number in the appropriate classifications such as, but not limited to, building construction or the specialty of furnishing and installing fixtures, furniture and instructional equipment, **must appear on the bid opening envelope** on all projects in the amount of \$50,000.00 or more. All bids not in compliance with this requirement shall be automatically rejected and not read.
- C. Completed Filing Systems Typical worksheets (Types A-G, Pages 35-56.)  
**(Required with bid)**
- D. Written verification and documentation of bidder's utilization of a registered or licensed interior designer should be submitted with the bid or to be provided within ten (10) days of request by the Office of State Purchasing.
- E. Resume including bidder's experience with respect to the products bid in terms of years, sales volume, listing of staff and vendor/manufacturer's qualifications as outlined elsewhere in this document should be submitted with the bid or be provided within ten (10) days of request by the Office of State Purchasing.
- F. List of one (1) comparable installation for each of the following configuration referenced in the bid, and location where installed: Typical B (Case-Type shelving); Typical C (Cantilever shelving) Typical D (Mechanical Assist); Typical F (Electrical Assist) should be submitted with the bid or be provided within ten (10) days of request by the Office of State Purchasing.
- G. Specifications literature verifying compliance to the minimum published specifications should be included with the bid or within ten (10) days of the request from the Office of State Purchasing.
- H. When a bidder is submitting more than one bid (this applies to alternates), they should be submitted as complete and separate package.

**3.2 The successful bidders will be required to provide the following additional items:**

- A. Complete set of finish options to the Office of State Purchasing.
- B. Certificates of Insurance as specified in the General Terms and Conditions outlined elsewhere in this document.

## **Part IV      Special Conditions**

The following terms and conditions shall be required in all contracts.

- 4.1**    The contractor and all subcontractors shall be licensed to do business pursuant to the laws and regulations of the Louisiana Contractor's Licensing Board.
- 4.2**    **Delivery and Installation:** The Bidder hereby agrees that he will initiate shipment from factory within four (4) to six (6) weeks for standard delivery and two (2) weeks for "quick ship" after receipt of order. Installation will proceed in a timely fashion with a deadline and a schedule mutually agreed to in writing by the User Agency and the vendor.
- 4.3**    **Liquidated Damages:** The Bidder hereby also agrees to pay as Liquidated Damages the sum of .1% of the purchase price for each consecutive calendar day which installation is not substantially complete beginning with the first day beyond the substantial completion time as agreed.
- 4.4**    **Abandoned Projects:** If an agency decides to abandon a project when the vendor has already invested design time, the agency is liable for a portion of the vendor's design fee. If applicable, the vendor shall invoice the user based on percentage of design completion using the design fee percentage of list quoted on the "bid form". The design phase is considered complete at the point of order placement.
- 4.5**    **Payment Terms:** If all components have been delivered but the punch list has not been satisfied because replacement parts are required, progress payments may be made up to ninety (90) percent of the purchase price. The remaining ten (10) percent will be paid upon final delivery and installation of final components, and completion of the punch list.
- 4.6**    The contractors will be required to assume responsibility for all items offered in their bid whether or not they manufacture them. Further, the State will consider the contractors to be the sole point of contact with regard to contractual matters.
- 4.7**    **Contract Reporting Requirements:** The Contractor shall supply to the Office of State Purchasing a comprehensive usage report no later than ninety (90) days prior to the expiration of each contract period. The Office of State Purchasing reserves the right to validate the accuracy of the information in all required reports. The contents of the report shall include, but not necessarily limited to, a breakdown of purchases by category of shelving reflecting purchases in both dollar amounts and quantities purchased in descending order, including the item name, product number, list price, and net discounted price.
- 4.8**    **Right to Audit:** The State Legislative Auditor, Federal Auditors, and Internal Auditors of the Division of Administration, or others designated by the DOA, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

- 4.9** At the option of the State of Louisiana and acceptance by the contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract is not to exceed thirty-six (36) months.
- 4.10** Price Adjustments: The price list(s) bid shall remain firm and effective for the duration of the contract period. Price adjustments will be considered for subsequent renewals. The contractor must submit written request for price adjustments to the Director of State Purchasing at least thirty (30) days prior to the periods of expiration. No adjustment shall be effective until approved in writing by the Office of State Purchasing. The State reserves the right to accept the price adjustment or re-bid the contract. Orders shall be invoiced at the contract prices in effect on the date of the agency's release order.

Price adjustments shall be based on the Producer Price Index (PPI) for Product Code 3312-3312 "Steel Products Manufactured from Purchased Steel" as published by the Bureau of Labor Statistics, U. S. Department of Labor, Washington DC. The base index shall be the index announced for the month in which this bid opens. Price adjustments (percent changes) shall be calculated by applying the standard PPI formula to the base index. Price adjustments will be applied to the original price list(s) accepted. Price adjustments for each subsequent contract period will be calculated from the base



## **Part V      Instructions for Completing Bid Form**

The following instructions are to be followed for completing the Bid Form:

- 5.1**      Fill-in the bidder information at top of page. (page 32 )
- 5.2**      Begin with the Typical Filing Systems Worksheets included in this document. Figure the list price for each of the filing systems type A thru G including all components, parts, hardware, etc. as specified and depicted, and enter on the individual filing system worksheet. Enter this total list price for each filing system.  
  
The bidder will then multiply his discount percentages (which correlates with the percent entered for the total net cost) for each of the four (4) purchasing tiers times the list price and fill in these amounts on the table for each filing system type. These figures should be for the total net installed price per filing system with standard delivery. In the case of discrepancy, the quoted net product cost % will override the calculated net installed price.
- 5.3**      Once all filing system prices for each tier have been calculated and entered, the bidder is to calculate the weighted average cost of a filing system for each tier, using the factors provided on the chart (Ex. A thru G totaling 100%). For example, for the first tier, multiply 3% time the net price for filing system A in tier I, multiply 5% times the net price for filing system B in Tier I, multiply 2% times the net price for filing system C in Tier I, etc. Total these values all the way down the tier column to get the weighted average. These calculations should be done for each pricing tier.
- 5.4**      Pricing structure should breakdown the total net cost (% from list) into net product cost with standard delivery (including shipping, installation, design cost etc.) each as a percentage from list price. Fill-in these figures for each pricing tier, even if they are the same.
- 5.5**      Refer to the Quick Ship Up-charge column and to the Design Only column (the “design only” up-charge this is to be used to calculate any abandoned project) and quote a percent (%) of list price.

## **Part VI      Product Catalog**

- 6.1      A copy of the catalog from which prices are quoted shall be submitted with the bid.** If list prices are not pre-printed in the catalog, a separate official comprehensive price list (list prices) covering all items in the catalog is acceptable along with the catalog. Failure to submit a copy of the catalog and/or price list with the bid will result in rejection of bid. The pricing on each typical will be verified by State Purchasing against the submitted current price list. Any discrepancies will be corrected using the prices in the price list.
- 6.2**      The catalog from which bidder's discount is quoted must be the most current catalog available at the time of the bid opening. Any terms and conditions contained in the contractor's catalog contrary to those of the State of Louisiana are nullified. The solicitation and any resultant contract award shall contain all terms and conditions with respect to the commodities herein.
- 6.3**      The bidder's catalog shall be dated, and shall contain a full-line of filing systems items. The catalog should include detailed descriptions of the products, list prices (list price sheets covering all items in the catalog may be provided, if prices are not printed in the actual catalog), including pictures of the products. The price list must be the public published price list. **The State will not accept a price list specifically customized showing only the typical filing systems and shelving included in this Invitation to Bid.**
- 6.4**      The catalog submitted and accepted as well as the discount(s) quoted shall remain in effect for the duration of the contract.

## **Part VII      Method of Award**

- 7.1**      The Division of Administration intends to make a single award to the lowest , responsible bidder based on the” **average cost per filing system**” as calculated on page 32 of the bid form worksheet.
- 7.2**      The State reserves the right to reject any bid for failure to comply with the specifications and other requirements of this Invitation to Bid or if the prices are deemed exorbitant or non-competitive.

**SPECIFICATIONS / SOLICITATION NO. 2212717**  
**MOBILE & STATIONARY FILING SYSTEMS & SHELVING**

GENERAL: This specification establishes the minimum requirements for Mobile and Stationary High Density Filing Systems and Shelving. The minimum acceptable requirements for manufacturer's extent of product line, design, materials, workmanship, performance, safety and services are set forth hereinafter. Pricing of typical Filing systems will include all items necessary to provide a complete and functioning work environment, including all power connectors for Electric Systems bracing and support for depicted components and configurations.

All components and accessories shall be of design, materials and workmanship to withstand hard daily usage over an extended life with a minimum of maintenance and repair. The manufacturer shall guarantee that for a period of 8 years from contract signing that components will be available. The shelving shall be compatible with the carriage system and shall coordinate in appearance. All shelving bid shall be from one manufacturer. All carriages bid shall be from one manufacturer.

**PRODUCTS/DESIGN DETAILS**

**1. Track**

- 1.1 Track shall be constructed of solid steel with a minimum 5/8" surface width. Top of track shall be flush with and not extend above the finished floor covering.
- 1.2 All track connection joints shall be designed to provide horizontal and vertical continuity between track sections, to gradually transfer the concentrated wheel point load to and from adjoining track sections and to prevent track separation.
- 1.3 Where stationary platforms end in an open area, a track skirt shall be installed to cover the gap created from the slab floor to the top of the track and elevated deck.
- 1.4 All tracks are to be securely fastened to the floor and grouted the entire length of the tracks to assure uniform load transmission to the floor, total rail support, and to minimize deflection.

**2. Elevated Deck System:**

- 2.1 An elevated deck shall be installed beneath the entire range length and between the track housings. Elevated deck shall be constructed of plywood, particle board, steel or structure wood.
- 2.2 A ramp of steel or plywood shall be provided at the front of the assembly to allow for a smooth transition from the main floor onto the deck.
- 2.3 The ramp shall not extend past the front of the units into the main access aisle.
- 2.4 Floor covering on ramp and elevated deck shall be provided by the State of Louisiana. Floor covering will be installed by the successful vendor.

- 2.5 Finished floor and floor covering shall create a flush surface with the top of the track.

**3. Carriage:**

- 3.1 Carriages shall be minimum 1000 lbs. per linear carriage foot capacity, shall be constructed of steel or aluminum alloy and be bolted, welded or riveted. Bolted carriages shall use steel bolts and vibration-proof hardware. Riveted carriages must use structural rivets. If carriages are bolted, there shall be no exposed bolt heads on the exposed carriage face.
- 3.2 Carriage design shall be capable of safely retaining shelving sections to eliminate sliding or becoming dislodged off of carriage.
- 3.3 Stationary platform construction shall be the same in materials, design and height as the movable carriage and shall be securely anchored to the tracks/floor underneath.

**4. Wheels:**

- 4.1 Wheels shall be guided by either, a roller guide, flanged guide or V-design in track, and shall be designed to be compatible with the type of track used.
- 4.2 Wheels shall be constructed of solid steel, or cast iron, precision ground, balanced and hardened. All wheel bearings shall be permanently sealed, shielded and lubricated.
- 4.3 Drive wheels shall be minimum 5" diameter.

**5. Mechanical Assist Operation:**

- 5.1 Each mobile carriage shall be equipped with a mechanical assist handle, which transmits power through a direct drive to the drive wheels. One pound of effort on the handle shall move a minimum of 3,000 pounds of carriage load.
- 5.2 No more than 7 complete turns of the handle shall be required to open a 36"W aisle.
- 5.3 The mechanical-assist system shall be completely enclosed behind an end panel to prevent tampering by unauthorized persons.

**6. Mechanical Assist Safety System:**

- 6.1 Each mechanical assist operator shall be equipped with a manually engaged safety lock device.

**7. Electric Power and Controls:**

- 7.1 Each carriage to be equipped with a 90 volt D.C. current limited, fractional horsepower gear motor.
- 7.2 System controls shall start motors sequentially to minimize power demands and shall brake motors to rest dynamically to provide smooth operation.
- 7.3 Overhead pantograph or in rail power and communications distribution system shall conceal all interconnecting wiring.
- 7.4 There shall be one carriage control handle or button for each movable carriage. The control shall have, at minimum, a RESET/STOP push-button and a backlit red reset light. All controls and indicator lights shall be solid state and shall provide visual indication of safety system operation.
- 7.5 Either a hand-held rechargeable or on-board rechargeable power override unit shall be used if there is total power failure to the system.
- 7.6 Entire system shall be U.L. listed. Proof of compliance shall be provided.
- 7.7 Modifications to the building to accommodate the power requirements for an electric system requiring electrical connections will be made by the State of Louisiana at no cost to the successful bidder. This will not include any final connections of the system itself to the buildings power source. The successful bidder will be required to use a licensed electrician to make all final connections to the mobile system.

**8. Electric Safety System:**

- 8.1 Every potential aisle shall be protected with one (1) safety sweep running the entire length of the movable carriage. When activated, the affected carriage shall hard-brake-stop. All other moving carriages shall soft-stop. Safety sweep location shall be identified by OSHA demarcation tape for visual identification.
- 8.2 A supervisor controlled safety system override key shall be provided for system. An audible warning beep will alert the user when the carriages are moving in this mode, since the safety system is not in operation.
- 8.3 Controls shall automatically lock aisle out once created. Provide a manual reset button on control head to reset carriages prior to movement and to facilitate a visual check of the aisle before initiation movement.

**9. Face Panels:**

- 9.1 All exposed ends of mobile carriages and stationary platforms shall have plastic laminate or steel face panels. Plastic laminate panels shall have a core of 45 lb. density particle board. Color is to be selected by the owner from manufacturer's standard finishes.
- 9.2 Panels shall cover the entire height and width of the shelving and carriage face.
- 9.3 Provide card holders and all other hardware for a complete installation.

**SHELVING / CASE TYPE**

**Shelving:**

- CT-1: Five basic parts: uprights, shelves, shelf supports, shelf reinforcements and dividers which are assembled without loose hardware, nuts, bolts, sway braces, gussets, clamps, brackets, adapters, accessories, modifications and special tools of any kind.
- CT-2: There shall be no holes on exposed surfaces, except that the shelves shall be punched for dividers and two holes for center stops.
- CT-3: Shelves shall be adjustable on 1½" or 2" centers.
- CT-4: Uprights shall be 76 ¼"H for all mobile shelving systems and 88 ¼"H for all stationary shelving. Total mobile shelving system height shall be approximately 84"H.

**Case Uprights:**

- CU-1: Uprights shall consist of 18-gauge cold rolled steel formed into either a 2" wide "T" shape common post or a 1" wide "L" shape end post, with keyhole-shaped slots on 1½" centers vertically on the inner face of the posts.
- CU-2: There shall be no holes on any visible surface.
- CU- Front and back posts shall be joined by two welded 24-gauge closure panels between the posts and flush with the outer edges of the uprights.
- CU-4: All 24"D and 30"D uprights shall have a stiffening channel formed along the vertical center line of the closure panel.
- CU-5: All row end uprights shall be "L" shape and all intermediate (common) uprights shall be "T" shape.

**Shelf:**

- SH-1: Formed of 22 gauge cold rolled steel with 3/4" flanges on all sides turned in front and back.
- SH-2: Shelves adjustable on 1 1/2" centers.
- SH-3: Shelf shall be slotted and punched to accept dividers and center stops.
- SH-4: Top shelves shall be non - slotted.

**Shelf Supports:**

- SS-1: Formed of 11 gauge steel for all 42"W sections and shall provide two (2) shelf supports per shelf.
- SS-2: Supports are to have double rivets except bottom supports on bottom shelf of all mobile systems, which will have single rivets, to eliminate gap between bottom shelf and top of carriage.

**Shelf Reinforcement:**

- SR-1: Shelf reinforcements shall be provided where one shelf is used for double entry or where single entry has a shelving depth which requires shelf reinforcements. All 42"W x 24"D shelves shall have two (2) shelf reinforcements and all 42"W x 30"D shelves shall have three (3) shelf reinforcements per shelf, excluding top shelf.

**Dividers:**

- SD-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves, center stops and back stops.
- SD-2: There shall be two (2) dividers per shelf opening on all 42"W sections of shelving.

**Center Stops:**

- CS-1: Slotted center stops formed of 18 gauge steel with a formed channel at top and stiffener at bottom and slotted to accept dividers. Center stops to be used on all double face shelving sections and are to be attached with bolts and nuts. One (1) per double face shelf, excluding top shelf.
- CS-2: Center stops shall be installed as per manufacturer's specifications.

**Back Stops:**

- BS-1: Slotted back stops shall be formed of 18 gauge steel and slotted to accept dividers. Back stops shall be used on all single face shelving sections. One (1) per single face shelf, excluding top shelf.
- BS-2: Back stops shall be installed as per manufacturer's specifications.

**Steel Backs:**

- SB-1: Steel shelving back shall be formed of a minimum of 24 gauge steel and closes off the back of the shelving section.

**Back Holder:**

- BH-1: Back holder shall be formed of a minimum of 20 gauge steel and holds the top of steel shelving back in place.

**SHELVING / 4-POST "LT"****Shelving:**

- LT-1: Five basic parts: uprights, shelves, shelf supports, shelf reinforcements and dividers which are assembled without loose hardware, nuts, bolts, sway braces, gussets, clamps, brackets, adapters, accessories, modifications and special tools of any kind.
- LT-2: There shall be no holes on exposed surfaces, except that the shelves shall be slotted and punched for dividers and 2 holes for center stops.
- LT-3: Shelves shall be adjustable on 1 ½" or 2" centers.
- LT-4: Uprights shall be 76 ¼"H for all mobile shelving systems and 88 ¼"H for all stationary shelving. Total mobile shelving system height shall be approximately 84"H.

**"LT" Closed Uprights:**

- LTCU-1: Formed from two (2") wide 18 gauge cold rolled steel posts rolled into a double wall "T" formation (or "L" formation at row ends) with keyhole slots on 1 ½" centers on the inner wall only.
- LTCU-2: There shall be no holes on any visible surface.
- LTCU-3: Front and back posts shall be joined by welded 24 gauge closure sheet to give the



required upright depth rigidity and base for erection.

LTCU-4: Closed "L" uprights shall be used for row ends. See system component list for closed "T" requirements.

**"LT" Open Uprights:**

LTOU-1: Formed from 18 gauge cold rolled steel, rolled in a 2" hollow "T" or 1" wide hollow "L" shape, with keyhole slots on 1 ½" centers on the inner wall only.

LTOU-2: There shall be no holes in the exposed surface of the post.

LTOU-3: Front and back post shall be joined by welding 18 gauge spacers to maintain the required distance and add rigidity to the assembly.

LTOU-4: Open "T" upright shall be used as a common (intermediate) upright between units where noted. See system component list for open upright requirements and where closed "T" uprights are to be used as common (intermediate) uprights between units

**Shelf:**

SH-1: Formed of 22 gauge cold rolled steel, for filing applications, or 18 gauge cold rolled steel, for storage applications, with ¾" flanges on all sides turned in front and back. See system component list for 18 gauge or 22 gauge shelf requirements.

SH-2: Shelves adjustable on 1 ½" centers.

SH-3: Shelf may be slotted and punched to accept dividers and center stops.

SH-4: Top shelves shall be non - slotted.

**Shelf Supports:**

SS-1: Formed of 11 gauge steel for all 42"W sections and shall provide two (2) shelf supports per shelf.

SS-2: Supports are to have double rivets except bottom supports on bottom shelf of all mobile systems, which will have single rivets, to eliminate gap between bottom shelf and top of carriage.

### **Shelf Reinforcement:**

- SR-1: Shelf reinforcements shall be provided where one shelf is used for double entry or where single entry has a shelving depth which requires shelf reinforcements. For 22 gauge steel shelves, all 42"W x 24"D shelves shall have two (2) shelf reinforcements and all 42"W x 30"D shelves shall have three (3) shelf reinforcements per shelf, excluding top shelf. For 18 gauge steel shelves, all 42"W x 24"D and 42"W x 30"D shelves shall have two (2) shelf reinforcements per shelf, excluding top shelf.

### **Dividers:**

- SD-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves, center stops and back stops.
- SD-2: There shall be four (4) dividers per shelf opening on all 42"W sections of shelving where dividers are required. See system component list for divider requirements.

### **Center Stops:**

- CS-1: Slotted center stops formed of 18 gauge steel with a formed channel at top and stiffener at bottom and slotted to accept dividers. Center stops to be used on double face shelving sections and are to be attached with bolts and nuts. One (1) per double face shelf, excluding top shelf, where required. See system component list for center stop requirements.
- CS-2: Center stops shall be installed as per manufacturer's specifications.

### **Back Stops:**

- BS-1: Slotted back stops shall be formed of 18 gauge steel and slotted to accept dividers. Back stops to be used on single face shelving sections. One (1) per single face shelf, excluding top shelf, where required. See system component list for back stop requirements.
- BS-2: Back stops shall be installed as per manufacturer's specifications.

### **Steel Backs:**

- SB-1: Steel shelving back shall be formed of a minimum of 24 gauge steel and closes off the back of the shelving section.

### **Back Holder:**

- BH-1: Back holder shall be formed of a minimum of 20 gauge steel and holds the top of steel shelving back in place.

### **Rollout Drawers:**

- RD-1: Rollout drawers shall be steel with lockable fixed drawer front attached to a frame assembly and extension slides designed to fit standard 4-Post shelving using only "Closed" uprights for structural integrity. File and Storage Drawers shall have three (3) adjustable steel dividers per drawer.
- RD-2: Drawer locks shall have the ability to be keyed alike or differently.
- RD-3: Rollout drawer units shall be provided with a positive interlock system which prevents tip-over of shelving units by allowing only one drawer to open and extend at a time.

### **SHELVING / CANTILEVER**

#### **Welded Frame Upright**

- WFU-1: The welded frame shall consist of 2 vertical upright columns constructed of min. 16-gauge steel. Upright column shall be 2" deep. The uprights are fully welded to a tubular top spreader and a channel bottom spreader. The uprights shall have shelf attachment slots on 1" increments the entire length of the upright. Uprights shall include location indicators the entire length of upright on a minimum of 6" centers. Uprights shall be 84"H.
- WFU-2: The tubular top and bottom spreaders shall be a minimum of 16-gauge steel

#### **Base Supports:**

- BS-1: A base support shall be provided to provide lateral unit stability. The support shall be a minimum of 16-gauge steel. Support shall attach to frame upright. Support shall be designed and constructed with shear tabs that interlock/mate with the upright to provide a positive connection that will give additional stability to welded frame in addition to the bolted connectors. Shear tabs ensure squareness and alignment of the base support to the welded frame. Base support design must allow the frame to transfer loads to floor or levelers.

#### **Leveler Kits:**

- LK-1: Static shelving units shall include leveling feet. Upright frames and/or base supports shall include leveling feet. Cantilever shelving units installed on mobile carriages shall use gussets or gusseted base supports to support and/or level the unit. Gussets or gusseted base supports shall be installed per manufacturer's standard installation requirements and be made of a minimum of 16 gauge steel.

### **Shelf End Brackets:**

- SEB-1: Shelf end brackets shall be made of minimum 16-gauge steel of a depth not less than that of the shelf on which they are used. The top and front edges shall be rounded or designed to prevent accidental knifing of material. Shelf brackets shall have a minimum of two hooks at the top for engaging into the column (post) and one safety lug to prevent accidental dislodgment at the bottom. For aesthetic reasons as well as to prevent sharp corners, the upper front corner of the shelf brackets shall be radiused.

### **Base Shelves:**

- BAS-1: Base shelves to be formed of either triple 90-degree bend on the rear of shelf and a double bend with a 3" surface at the front, or be formed of ¾"H box shaped front and rear faces having a minimum of three 90-degree bends per face with the surface of the bottom shelf being flush with the top surface of the 3"H bottom spreader. All shelves shall be a minimum of 18-gauge cold rolled steel.

### **Shelves:**

- S-1: Shelves shall be formed from minimum 20 gauge for 8", 9" and 10" shelves and 18 gauge for 12", 13" and 15" cold rolled steel with a triple 90-degree bend on both front and rear edges with a shelf thickness to be ¾". Slotted shelves shall be slotted to accept adjustable steel dividers. Plain shelves shall have no slots or holes on visible surface.

### **Dividers:**

- D-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves and slotted backstops.
- D-2: There shall be two (2) dividers per shelf opening on all 36"W sections of shelving where dividers are required. See system component list for divider requirements.
- D-3: Adjustable dividers shall be available in a minimum of 6" height with depth of the dividers matching the depth of the shelf.
- D-4: Findable divider shall be constructed of a minimum of 16-gauge steel, be available in either 6" or 9" height, be of one piece construction and have a minimum 5" base.

### **Snap In Hanging Wire Book Support:**

- SHWBS-1: Formed of a minimum of .25 diameter wire and shall snap into the bottom of the shelf above.
- SHWBS-2: There shall be one (1) book support per shelf opening on all 36"W sections of shelving where book supports are required. See system component list for book support requirements.

**Back Stops:**

- Bk-1: Slotted back stops shall be formed of a minimum of 20 gauge steel, be full height back stops (approx. 6"H) and slotted to accept dividers, or be incorporated in the shelf construction with a vertical flange 5"H with a 1/3" return to the rear and 1/4" return down, and be slotted to accept dividers.
- BK-2: Back stops shall be installed as per manufacturer's specifications.

**Metal Canopy Tops:**

- MCT-1: Shall be formed from minimum 20-gauge cold rolled steel with a triple 90-degree bend on front edges with a maximum edge thickness of 3/4". Single face and double face units to be one-piece design.

**10. Paint and Color:**

- 10.1 Shelving to have powder coat paint finish to resist abrasion and the color is to be selected by the owner from manufacturer's standard finishes.

**11. Installation:**

- 11.1 Units are to be installed in accordance with manufacturer's written instructions.

**12. Cleanup:**

- 12.1 Installation shall be left in broom clean condition, complete and ready for use by the department.

## CONTRACT SERVICE SPECIFICATIONS

The Bidder and/or authorized dealers/installers shall follow all Manufacturer's recommended installation procedures and utilize manufacturer-certified installers as required. All systems and components shall be installed level, plumb, square and with proper alignment. The systems shall be securely interconnected and shall be securely attached to the building when required. As part of the required installation services, the Vendor shall:

- a. Conduct an inspection of the building and construction plans to identify phasing and staging or any restrictions, which might impact installation.
- b. Receive inventory, un-carton and stage product. Packing materials shall be removed from the work area at the end of each day. The site will be left "broom clean".
- c. Coordinate with the User's contact person and sub-contractors (i.e. telephone, electrical, etc.) to schedule timing of each.
- d. Repair or replace parts with obvious scratches, tears and dents that may occur prior to User's acceptance.
- e. Ensure that the system shall be cleaned, adjusted, leveled, inspected for damage and readied for use.
- f. Upon completion of placement and leveling of all filing systems, compile a "punch list" with the User's contact person and complete all items listed.
- g. Dispose of all delivery and installation debris, including packing materials.

## MANUFACTURER/VENDOR SPECIFICATIONS

The product manufacturer shall operate nationwide. The manufacturer of the systems bid shall have been in the business of manufacturing Filing systems for at least eight (8) years. The contractor shall have in its employ at least one full time representative who covers the state of Louisiana. The bidder and/or its authorized dealers shall have been actively engaged in installing and maintaining filing systems for a minimum of eight (8) years on the date bids are opened. The successful contractor will be required to provide appropriate documentation to verify this information.

**Each bidder shall utilize the services of a registered interior designer. Plans submitted to the agency for filing systems must be stamped by a registered/licensed interior designer.** Each bidder shall be able to provide a full range of additional services, including training for user's technician, maintenance and repairs, showroom, warehousing, reconfiguration design, inventory systems, CADD documentation, and extraordinary installation (such as no parking, no elevators, after hours delivery). This contract prices are not to include additional services. Each bidder shall maintain a minimum inventory of touch-up paints, miscellaneous hardware, replacement parts, etc. Each bidder shall carry sufficient liability, worker compensation, property damage and automotive insurance as stipulated in General Conditions.

## WARRANTY SPECIFICATIONS

The systems product line and electrical components shall have a minimum Five (5) year warranty covering parts and labor. Service/repair calls, parts costs, delivery costs, travel, taxes, etc. will not be charged to the User or the Owner for warranty covered parts. These costs will be the responsibility of the Vendor.

When a problem develops or is noticed with a product component or assembly, the appropriate Vendor will be contacted by the user's contact person. The Vendor shall respond as necessary (site visit, order of replacement part, etc.) within 2 working days.

NAME OF BIDDER: \_\_\_\_\_

### BID FORM

**Quote % FROM List below to include product, design & installation.**

Tier I (\$0-25,000 List)	% from List:	Quick Ship Upcharge	(% of List)
Tier II (>\$25,000 - 100,000 List)	% from List:	Design Only	(% of List)
Tier III (>\$100,000 - 350,000 List)	% from List:		
Tier IV (>\$350,000 List)	% from List:		

Filing System	List Price	Factor	Tier I	Tier II	Tier III	Tier IV
A	Adjusted Price ---->	Total ---->				
		3%				
B	Adjusted Price ---->	Total ---->				
		5%				
C	Adjusted Price ---->	Total ---->				
		2%				
D	Adjusted Price ---->	Total ---->				
		20%				
E	Adjusted Price ---->	Total ---->				
		25%				
F	Adjusted Price ---->	Total ---->				
		20%				
G	Adjusted Price ---->	Total ---->				
		25%				
Total Net Cost						
Total Adjusted Prices						

**Average cost per filing system:** \_\_\_\_\_

(All adjusted prices / 4) This will be the basis for the bid price comparison.

**PRICE LIST:** Bidder should quote the manufacturer's most current and nationally recognized price list. A complete price list must accompany your submittal. Bidder shall specify below the requested price list information on his proposed product:

MFGR & BRAND NAME OF CARRIAGE: \_\_\_\_\_

MFGR & BRAND NAME OF SHELVING: \_\_\_\_\_

PRICE LIST NAMES & NUMBERS FOR SYSTEM PRODUCTS: \_\_\_\_\_

PRICE LIST DATE: \_\_\_\_\_

DISCOUNT WHEN ONLY SHELVING IS PURCHASED WITHOUT CARRIAGE \_\_\_\_\_

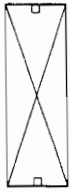


**FILING SYSTEMS, MOBILE AND STATIONARY SHELVING,**  
**STATEWIDE CONTRACT**

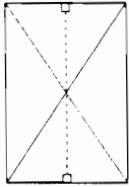
**FACTOR WEIGHTING FOR TYPICALS A – G**

<b>Typical A: 4-Post Stationary Storage Shelving</b>	<b>3%</b>
<b>Typical B: Case Type Stationary Shelving</b>	<b>5%</b>
<b>Typical C: Cantilever Stationary Shelving</b>	<b>2%</b>
<b>Typical D: Mechanical Assist / 4-Post Shelving</b>	<b>20%</b>
<b>Typical E: Mechanical Assist / Case Type Shelving</b>	<b>25%</b>
<b>Typical F: Electric / 4-Post Shelving / Drawers &amp; Hinged Doors</b>	<b>20%</b>
<b>Typical G: Electric / Case Type Shelving</b>	<b>25%</b>

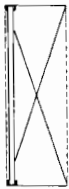
# Stationary Shelving and Mobile System Symbol Key



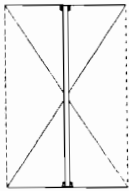
**4-Post / Case Type Single Face Stationary Shelving**



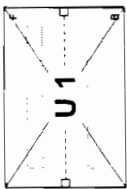
**4-Post / Case Type Double Face Stationary Shelving**



**Cantilever Single Face Stationary Shelving**



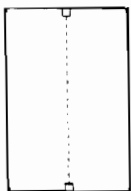
**Cantilever Double Face Stationary Shelving**



**Rollout Reference Shelves shown in shelving section**



**Stationary Platform**



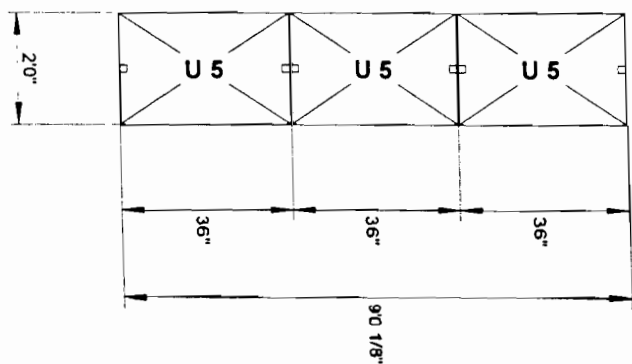
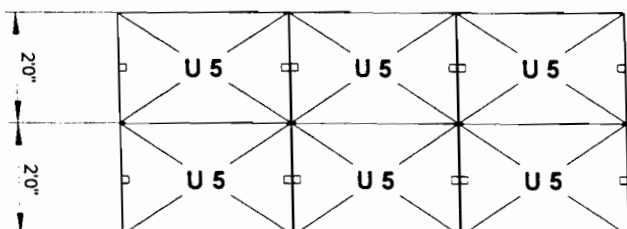
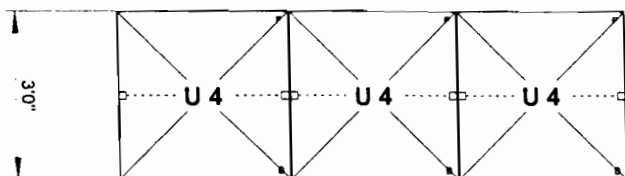
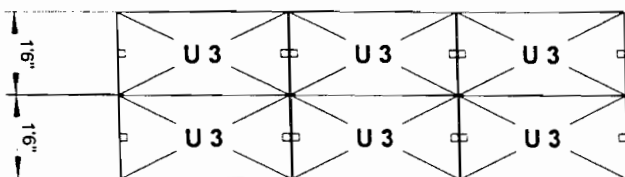
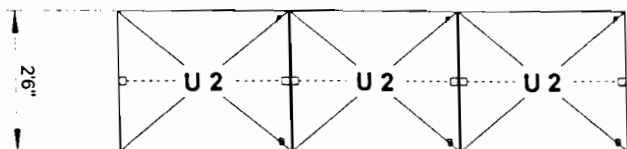
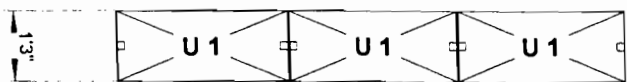
**Mobile Carriage**

TYPICAL A  
4 - POST STATIONARY STORAGE SHELVING

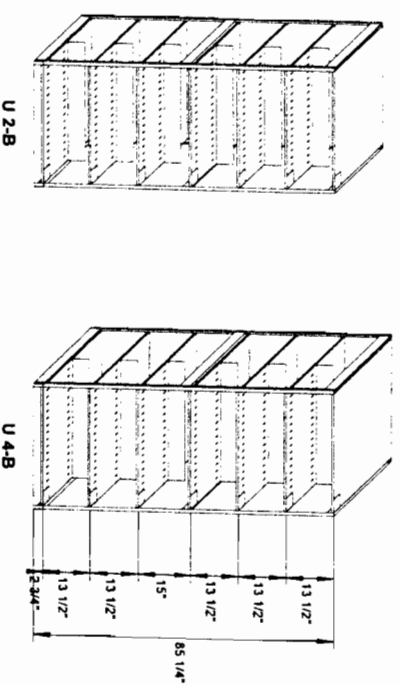
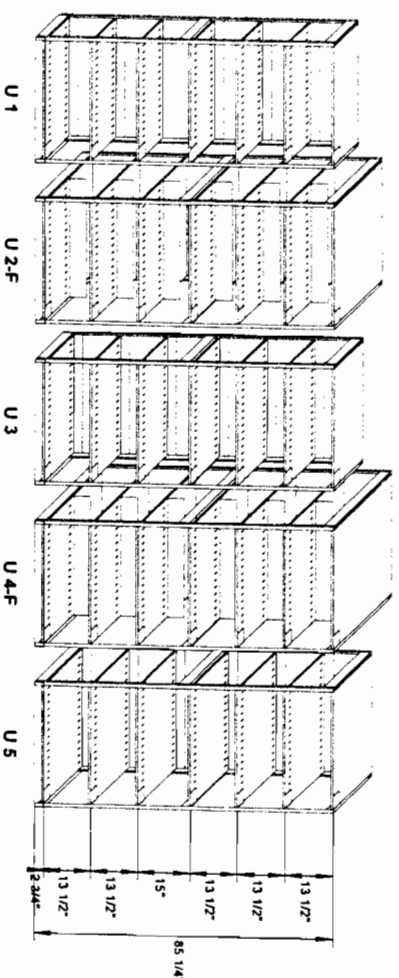
ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	2	4-Post Upright, Closed "L", 15"D x 85 1/4"H			
2	4	4-Post Upright, Closed "L", 18"D x 85 1/4"H			
3	6	4-Post Upright, Closed "L", 24"D x 85 1/4"H			
4	2	4-Post Upright, Closed "L", 30"D x 85 1/4"H			
5	2	4-Post Upright, Closed "L", 36"D x 85 1/4"H			
6	2	4-Post Upright, Open "T", 15"D x 85 1/4"H			
7	4	4-Post Upright, Open "T", 18"D x 85 1/4"H			
8	6	4-Post Upright, Open "T", 24"D x 85 1/4"H			
9	2	4-Post Upright, Open "T", 30"D x 85 1/4"H			
10	2	4-Post Upright, Open "T", 36"D x 85 1/4"H			
11	3	4-Post 22 gauge Plain Shelf, 36"W x 15"D			
12	6	4-Post 22 gauge Plain Shelf, 36"W x 18"D			
13	9	4-Post 22 gauge Plain Shelf, 36"W x 24"D			
14	3	4-Post 22 gauge Plain Shelf, 36"W x 30"D			
15	3	4-Post 22 gauge Plain Shelf, 36"W x 36"D			
16	18	4-Post 22 gauge Slotted Shelf, 36"W x 15"D			
17	36	4-Post 22 gauge Slotted Shelf, 36"W x 18"D			
18	54	4-Post 22 gauge Slotted Shelf, 36"W x 24"D			
19	18	4-Post 22 gauge Slotted Shelf, 36"W x 30"D			
20	18	4-Post 22 gauge Slotted Shelf, 36"W x 36"D			
21	336	Shelf Support, 36"W			
22	54	Shelf Reinforcement, 24"D			
23	36	Shelf Reinforcement, 30"D			
24	54	Shelf Reinforcement, 36"D			
25	108	Back Stop, 36"W			
26	36	Center Stop, 36"W			
27	8	Cloths Pin (To connect back to back shelving )			
28	30	Front Base, 36"W x approx. 2"H			

TOTAL LIST PRICE - 4-POST STATIONARY STORAGE SHELVING - TYPICAL A

# Typical A - 4-Post Stationary Storage Shelving



# **Typical A - 4-Post Stationary Storage Shelving**

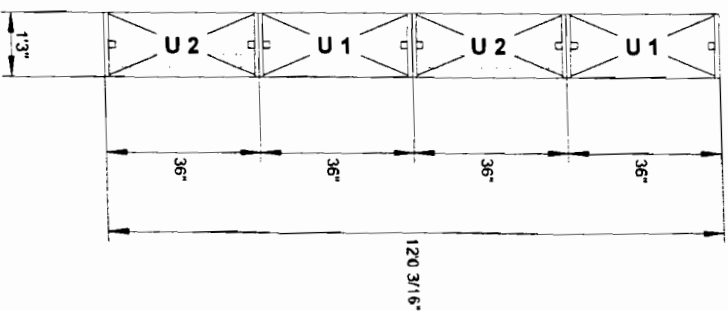
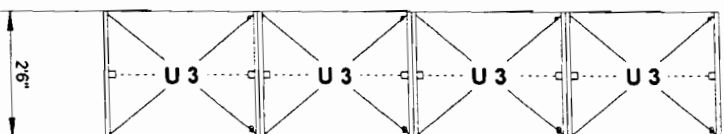
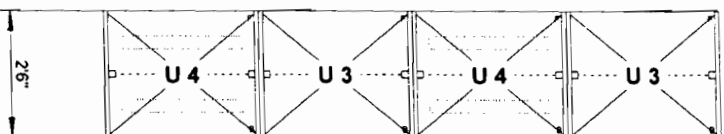
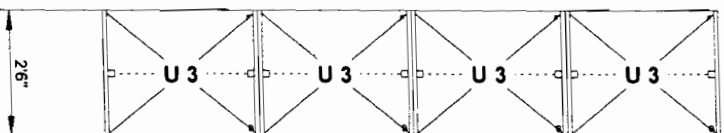
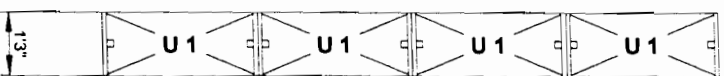


**Shelf Spacing Dimensions are "On Center" Dimensions**  
**-F = Front Face of Double Face Shelving Section**  
**-B = Back Face of Double Face Shelving Section**

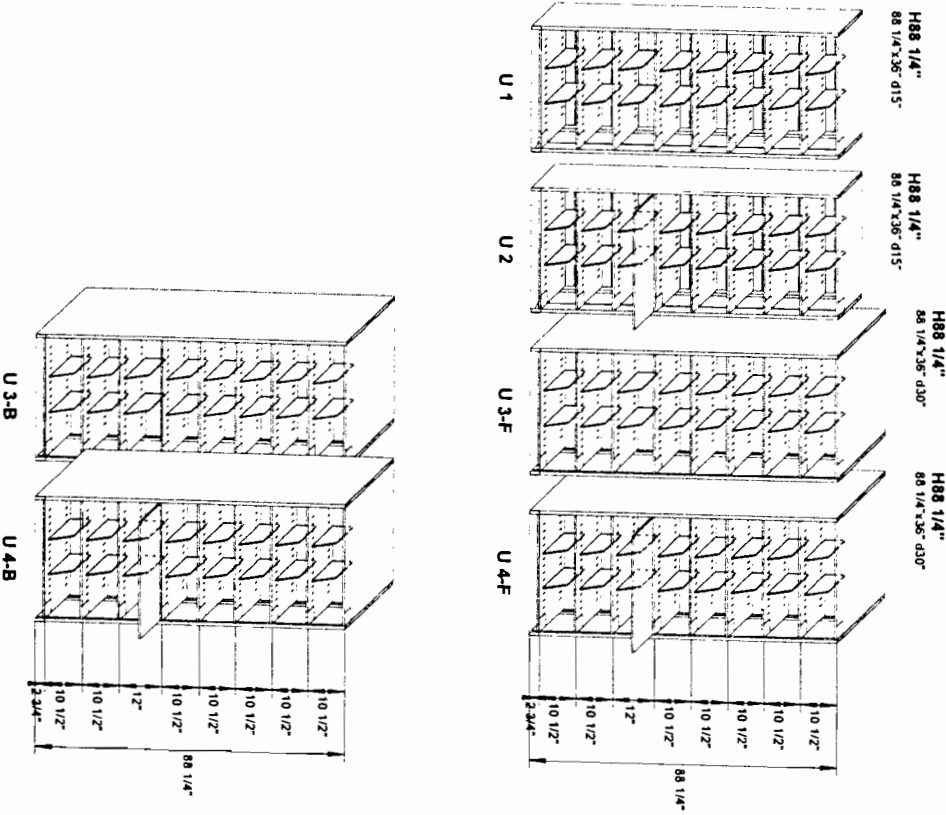
TYPICAL B  
CASE TYPE STATIONARY SHELVING

ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	4	Case Upright, "L", 15"D x 88 1/4"H			
2	8	Case Upright, "L", 30"D x 88 1/4"H			
3	12	Case Upright, "T", 30"D x 88 1/4"H			
4	6	Case Upright, "T", 15"D x 88 1/4"H			
5	8	Case Plain Shelf, 34"W x 15"D			
6	16	Case Plain Shelf, 34"W x 30"D			
7	64	Case Slotted Shelf, 34"W x 15"D			
8	128	Case Slotted Shelf, 34"W x 30"D			
9	432	Shelf Support, 36"W			
10	256	Shelf Reinforcement, 30"D			
11	64	Back Stop, 36"W			
12	128	Center Stop, 36"W			
13	640	File Divider, Legal Size			
14	40	Front Base, 36"W x approx. 2"H			
15	2	Rollout Reference Shelf, Single Face			
16	4	Rollout Reference Shelf, Double Face			
TOTAL LIST PRICE - CASE TYPE STATIONARY SHELVING - TYPICAL B					

# Typical B - Case Type Stationary Shelving



Typical B - Case Type Stationary Shelving



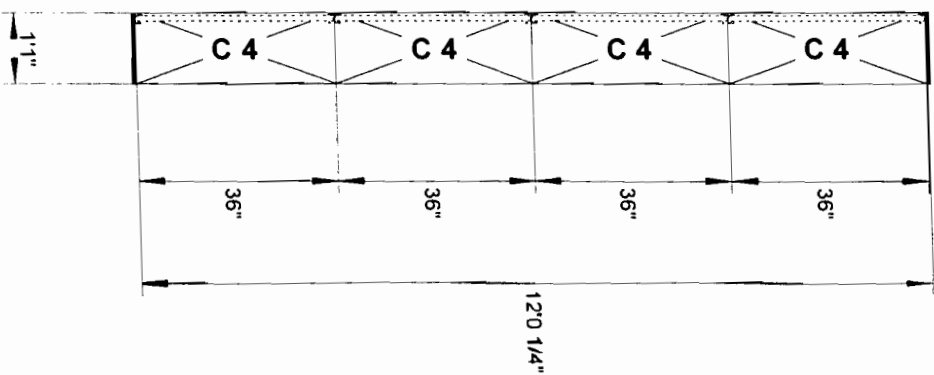
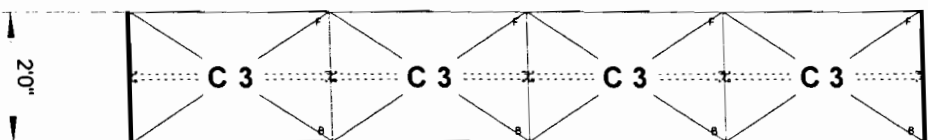
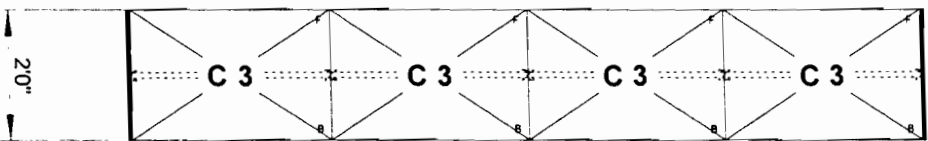
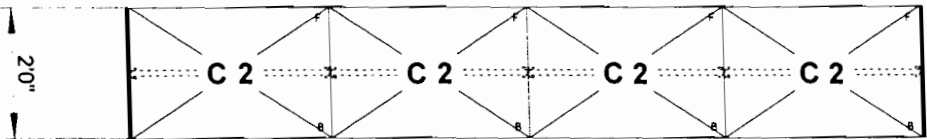
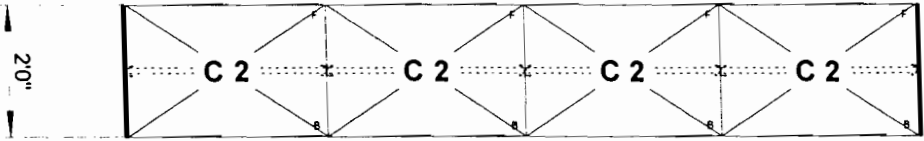
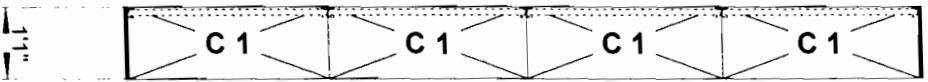
Shelf Spacing Dimensions are "On Center" Dimensions  
-F = Front Face of Double Face Shelving Section  
-B = Back Face of Double Face Shelving Section



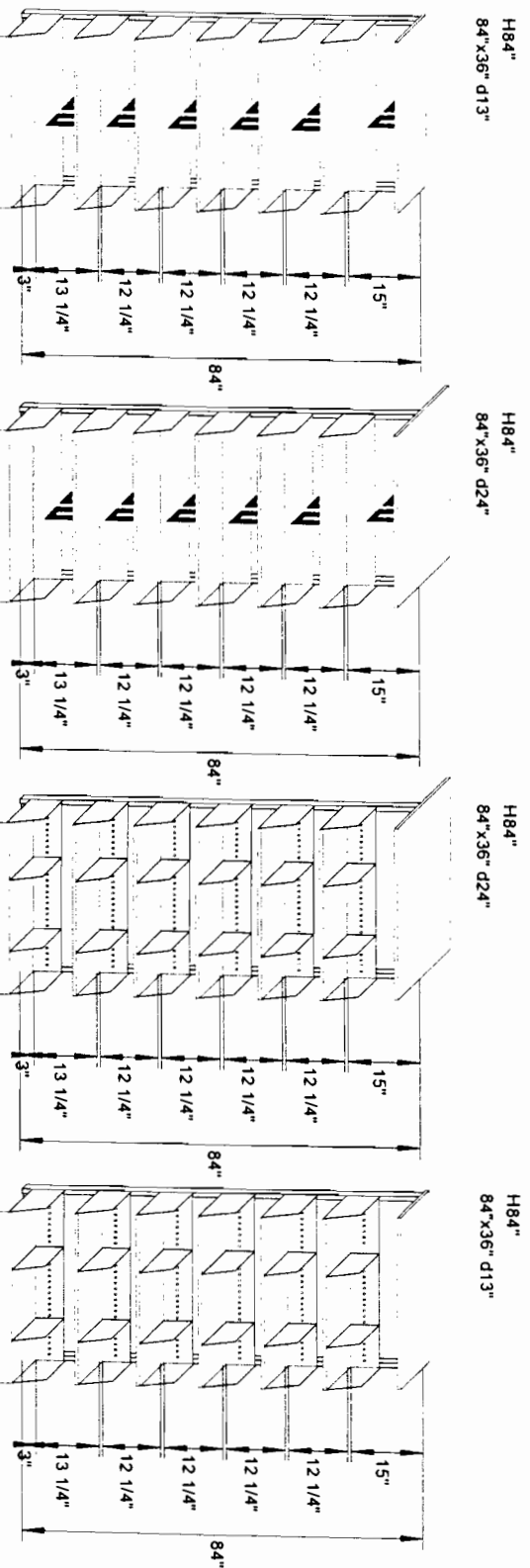
TYPICAL C  
CANTILEVER STATIONARY SHELVING

ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	24	Cantilever Frame, 36"W x 84"H			
2	20	Cantilever Plain Base Shelf, 36"W x 11"D			
3	20	Cantilever Slotted Base Shelf, 36"W x 11"D			
4	20	Cantilever Double Face Base Supports, 13"D			
5	8	Cantilever Single Face Base Supports, Left, 13"D			
6	2	Cantilever Single Face Base Supports, Right, 13"D			
7	100	Cantilever Plain Adjustable Shelf, 36"W x 11"D			
8	100	Cantilever Slotted Adjustable Shelf, 36"W x 11"D			
9	24	Cantilever Base Shelf Filler, 36"W			
10	16	Cantilever Double Face Canopy Top, 24"D			
11	8	Cantilever Single Face Canopy Top, 13"D			
12	240	File Dividers for 11"D Slotted Shelves			
13	20	Cantilever Double Face Leveler Kits, 24"D Shelving			
14	120	Snap In Hanging Wire Book Support for 11"D shelves			
15	8	Double End Panel Mounting Brackets, 24"D Shelving			
16	2	Single End Panel Mounting Brackets, Left, 13"D Shelving			
17	2	Single End Panel Mounting Brackets, Right, 13"D Shelving			
18	120	Back Stop, Full Height (approx. 6"H), Plain, 36"W			
19	120	Back Stop, Full Height (approx. 6"H), Slotted, 36"W			
20	10	Cantilever Single Face Leveler Kits, for 13"D Shelving			
21	4	Laminate or Steel End Panel, 13"D x 84"H			
22	8	Laminate or Steel End Panel, 24"D x 84"H			
TOTAL LIST PRICE - CANTILEVER STATIONARY SHELVING - TYPICAL C					

# Typical C - Cantilever Stationary Shelving



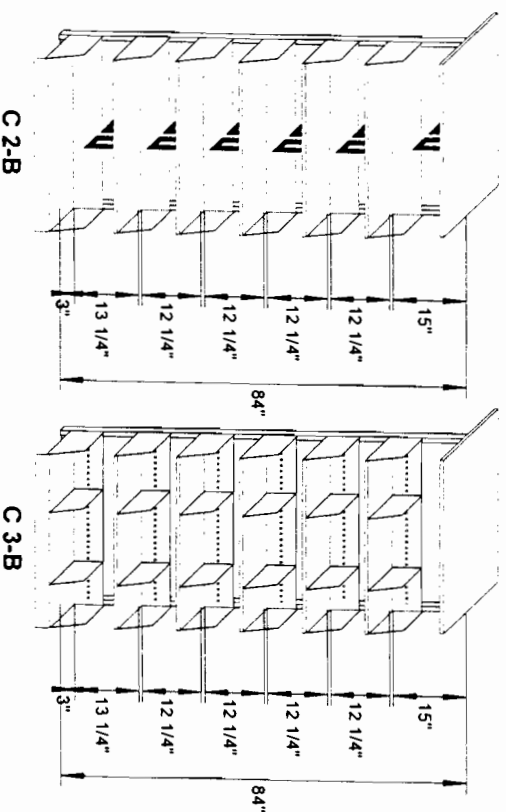
# Typical C - Cantilever Stationary Shelving



Shelf Spacing Dimensions are "Clear Opening" Dimensions

-F = Front Face of Double Face Shelving

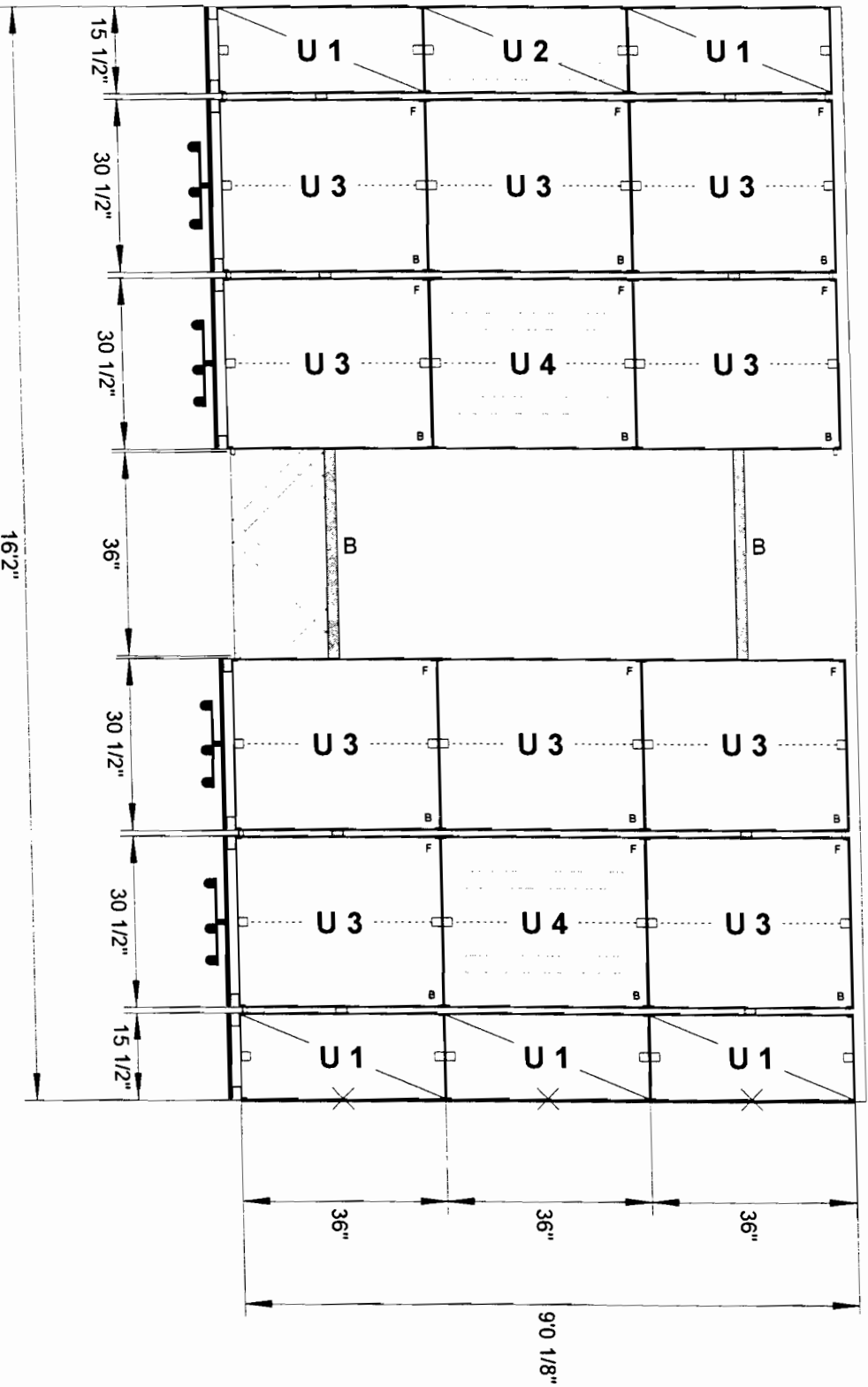
-B = Back Face of Double Face Shelving



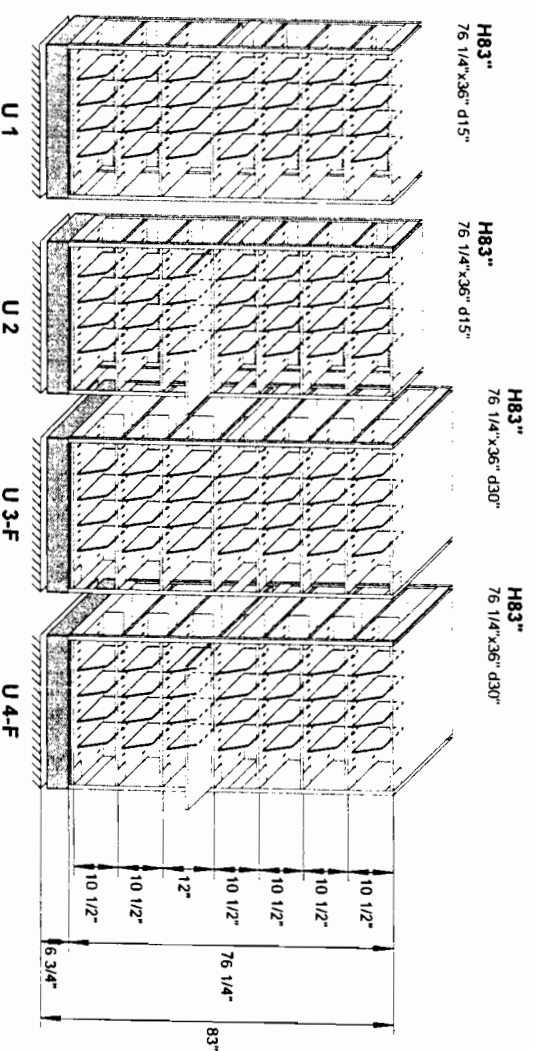
TYPICAL D  
MECHANICAL ASSIST / 4-POST SHELVING

ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	34 Ft.	Rail, 2 @ 16'-2"L (rounded to 17'L each)			
2	9 Ft.	Rail Skirt			
3	111 Sq. Ft.	Elevated Floor			
4	17 Ft.	Ramp (16'-2")			
5	2	Stationary Platforms, 9'L x 15"W			
6	4	Mechanical Assist Carriages, 9'L x 30"W			
7	2	Laminate or Steel End Panel, approx. 15"W x 82"H			
8	4	Laminate or Steel End Panel, approx. 30"W x 82"H			
9	4	4-Post Upright, Closed "L", 15"D x 76 1/4"H			
10	8	4-Post Upright, Closed "L", 30"D x 76 1/4"H			
11	4	4-Post Upright, Open "T", 15"D x 76 1/4"H			
12	8	4-Post Upright, Open "T", 30"D x 76 1/4"H			
13	6	4-Post Plain Shelf, 36"W x 15"D			
14	12	4-Post Plain Shelf, 36"W x 30"D			
15	42	4-Post Slotted Shelf, 36"W x 15"D			
16	84	4-Post Slotted Shelf, 36"W x 30"D			
17	252	Shelf Support, Double Rivet, 36"W			
18	36	Shelf Support, Single Rivet, 36"W			
19	144	Shelf Reinforcement, for Double Rivet Shelf Supports, 30"D			
20	24	Shelf Reinforcement, for Single Rivet Shelf Supports, 30"D			
21	3	4-Post Back Panel, 36"W x 76 1/4"H			
22	42	Back Stop, 36"W			
23	84	Center Stop, 36"W			
24	840	File Divider, Legal Size			
25	3	Back Holder or Stiffener, 36"W			
26	1	Rollout Reference Shelf, Single Face			
27	2	Rollout Reference Shelf, Double Face			
TOTAL LIST PRICE - MECHANICAL ASSIST / 4-POST SHELVING - TYPICAL D					

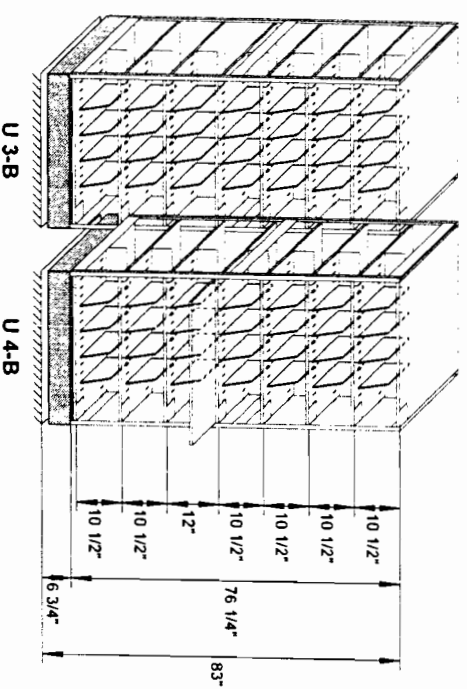
# Typical D - Mechanical Assist / 4-Post Shelving



# Typical D - Mechanical Assist / 4-Post Shelving



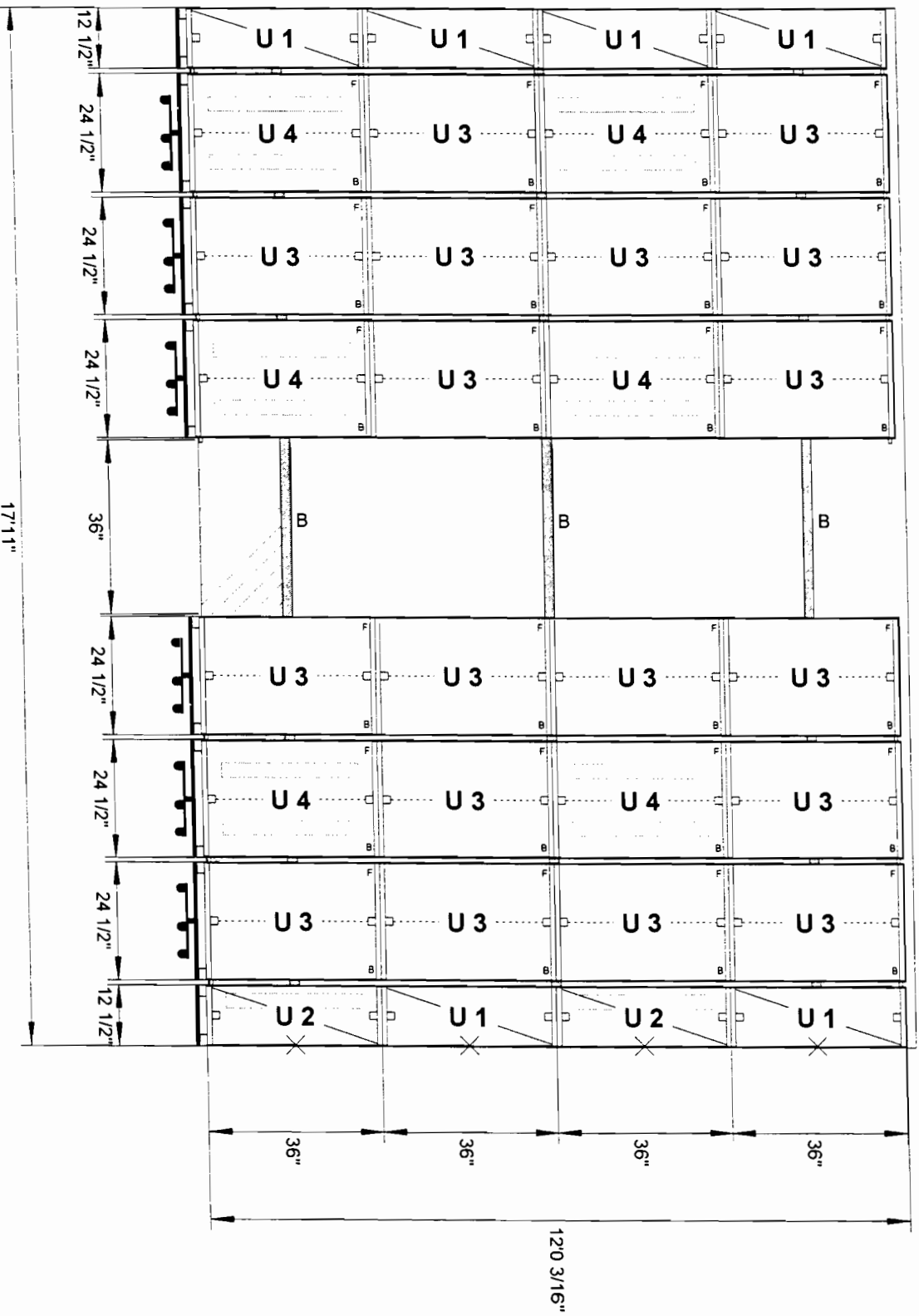
Shelf Spacing Dimensions are "On Center" Dimensions  
 -F = Front Face of Double Face Shelving  
 -B = Back Face of Double Face Shelving



**TYPICAL E**  
**MECHANICAL ASSIST / CASE TYPE SHELVING**

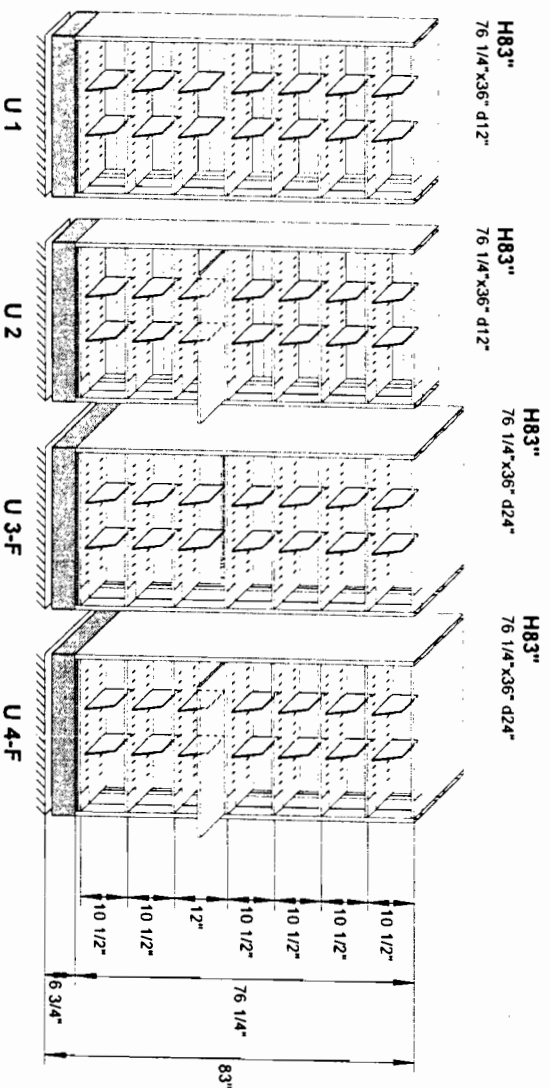
ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	54 Ft.	Rail, 3 @ 17'-11"L (rounded to 18'L each)			
2	176 Sq. Ft.	Elevated Floor			
3	18 Ft.	Ramp (17'-11")			
4	2	Stationary Platform, 12'L x 12"W			
5	6	Mechanical Assist Carriages, 12'L x 24"W			
6	2	Laminate or Steel End Panel, approx. 12"W x 82"H			
7	6	Laminate or Steel End Panel, approx. 24"W x 82"H			
8	4	Case Upright, "L", 12"D x 76 1/4"H			
9	12	Case Upright, "L", 24"D x 76 1/4"H			
10	18	Case Upright, "T", 24"D x 76 1/4"H			
11	6	Case Upright, "T", 12"D x 76 1/4"H			
12	8	Case Plain Shelf, 34"W x 12"D			
13	24	Case Plain Shelf, 34"W x 24"D			
14	56	Case Slotted Shelf, 34"W x 12"D			
15	168	Case Slotted Shelf, 34"W x 24"D			
16	448	Shelf Support, Double Rivet, 36"W			
17	64	Shelf Support, Single Rivet, 36"W			
18	144	Shelf Reinforcement, for Double Rivet Shelf Supports, 24"D			
19	24	Shelf Reinforcement, for Single Rivet Shelf Supports, 24"D			
20	4	Case Back Panel, 36"W x 76 1/4"H			
21	56	Back Stop, 36"W			
22	168	Center Stop, 36"W			
23	784	File Divider, Letter Size			
24	4	Back Holder or Stiffener, 36"W			
25	2	Rollout Reference Shelf, Single Face			
26	6	Rollout Reference Shelf, Double Face			
TOTAL LIST PRICE - MECHANICAL ASSIST / CASE TYPE SHELVING - TYPICAL E					

# Typical E - Mechanical Assist / Case Type Shelving





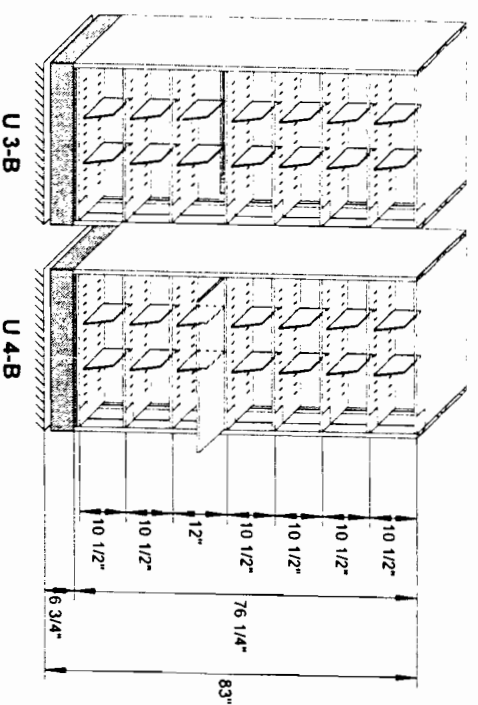
# Typical E - Mechanical Assist / Case Type Shelving



Shelf Spacing Dimensions are "On Center" Dimensions

-F = Front Face of Double Face Shelving

-B = Back Face of Double Face Shelving

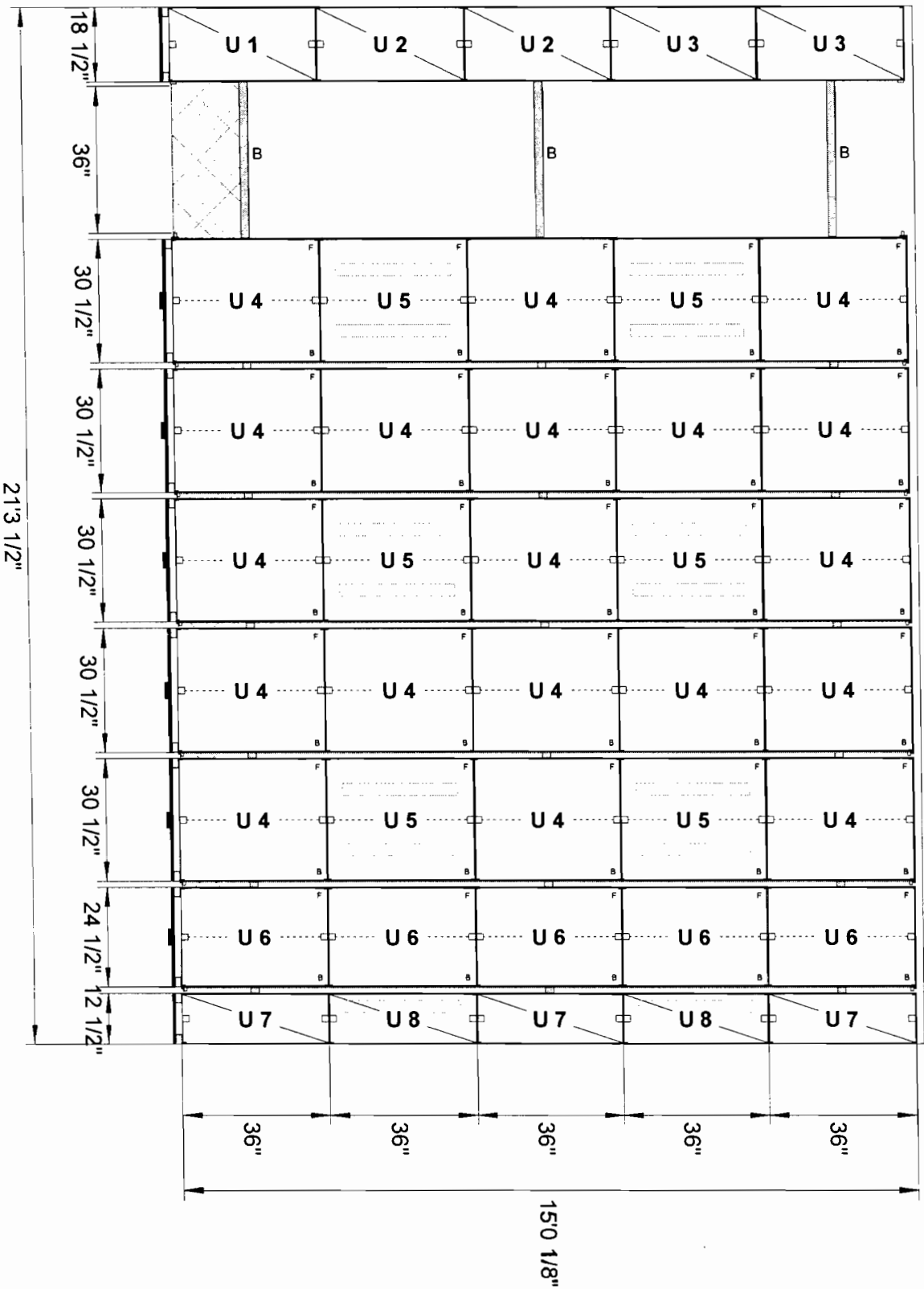


TYPICAL F  
ELECTRIC / 4-POST SHELVING / DRAWERS

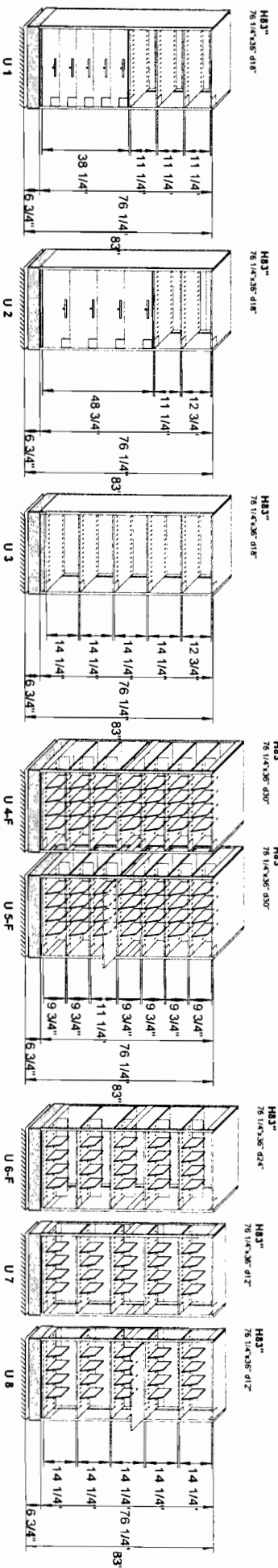
ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	66 Ft.	Rail, 3 @ 21'-3 1/2"L (rounded to 22'L each)			
2	265 Sq. Ft.	Elevated Floor			
3	22 Ft.	Ramp (21'-3 1/2")			
4	1	Stationary Platform, 15'L x 12"W			
5	1	Stationary Platform, 15'L x 18"W			
6	5	Electric Carriage, 15'L x 30"W			
7	1	Electric Carriage, 15'L x 24"W			
8	7	Safety Sweep (1 per aisle)			
9	2	Carriage Bumper Extension, 1" (allowance for Hinged Doors)			
10	1	Electric Safety System Override Key			
11	1	Rechargeable Hand Held or On-Board Power Override Unit			
12	1	Laminate or Steel End Panel, approx. 12"W x 82"H			
13	1	Laminate or Steel End Panel, approx. 18"W x 82"H			
14	1	Laminate or Steel End Panel, approx. 24"W x 82"H			
15	5	Laminate or Steel End Panel, approx. 30"W x 82"H			
16	2	4-Post Upright, Closed "L", 12"D x 76 1/4"H			
17	2	4-Post Upright, Closed "L", 18"D x 76 1/4"H			
18	2	4-Post Upright, Closed "L", 24"D x 76 1/4"H			
19	10	4-Post Upright, Closed "L", 30"D x 76 1/4"H			
20	4	4-Post Upright, Open "T", 12"D x 76 1/4"H			
21	4	4-Post Upright, Closed "T", 18"D x 76 1/4"H			
22	4	4-Post Upright, Open "T", 24"D x 76 1/4"H			
23	20	4-Post Upright, Open "T", 30"D x 76 1/4"H			
24	5	4-Post Plain Shelf, 36"W x 12"D			
25	5	4-Post Plain Shelf, 36"W x 18"D			
26	5	4-Post Plain Shelf, 36"W x 24"D			
27	25	4-Post Plain Shelf, 36"W x 30"D			
28	25	4-Post Slotted Shelf, 36"W x 12"D			
29	17	4-Post Slotted Shelf, 36"W x 18"D			
30	25	4-Post Slotted Shelf, 36"W x 24"D			
31	175	4-Post Slotted Shelf, 36"W x 30"D			
32	494	Shelf Support, Double Rivet, 36"W			
33	76	Shelf Support, Single Rivet, 36"W			
34	20	Shelf Reinforcement, approx. 3/4"H, 24"D			
35	5	Shelf Reinforcement, approx. 1 1/4"H, 24"D			
36	300	Shelf Reinforcement, approx. 3/4"H, 30"D			
37	50	Shelf Reinforcement, approx. 1 1/4"H, 30"D			
38	30	Back Stop, 36"W			
39	200	Center Stop, 36"W			
40	300	File Divider, Letter Size			
41	1400	File Divider, Legal Size			
42	2	Rollout Reference Shelf, Single Face for 12"D Shelving			
43	6	Rollout Reference Shelf, Double Face for 30"D Shelving			
44	8	Rollout File Drawer, 36"W x 18"D x 12"H, Keyed Alike			
45	5	Rollout Storage Drawer, 36"W x 18"D x 7 1/2"H, Keyed Alike			
46	24	File Drawer Adjustable Steel Dividers			
47	15	Storage Drawer Adjustable Steel Dividers			

48	13	Rollout Drawer Mounting Bracket Sets			
49	3	Safety Interlock Mechanism Slotted Shelf, 36"W x 18"D			
TOTAL LIST PRICE - ELECTRIC / 4-POST SHELVING /					
DRAWERS - TYPICAL F					

# Typical F - Electric / 4-Post Shelving / Drawers



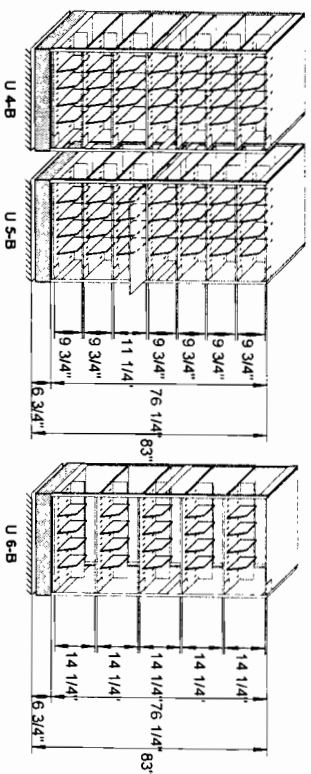
## Typical F - Electric / 4-Post Shelving / Drawers



Shelf Spacing Dimensions are "Clear Opening" Dimensions

-F = Front Face of Double Face Shelving

-B = Back Face of Double Face Shelving

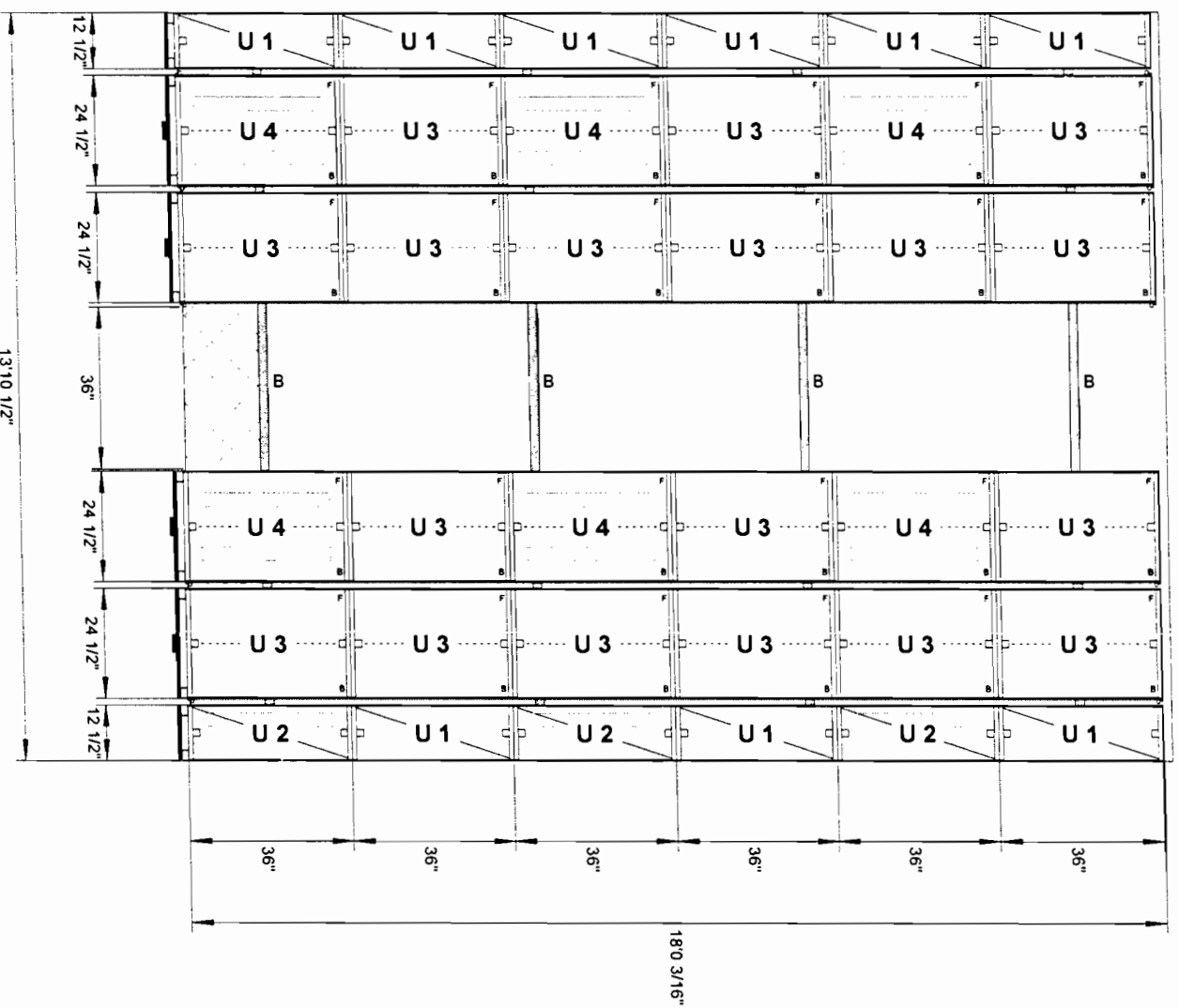


TYPICAL G  
ELECTRIC / CASE TYPE SHELVING

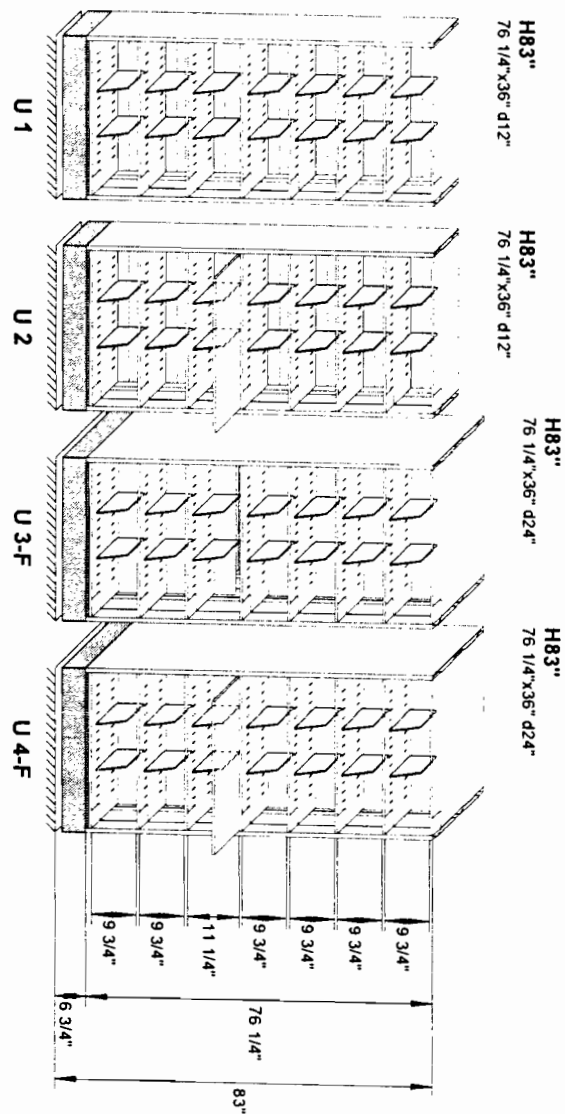
ITEM	QTY	COMPONENT PART DESCRIPTION	PART NUMBER	LIST PRICE	EXTENDED PRICE
1	56 Ft.	Rail, 4 @ 13'-10 1/2"L (rounded to 14'L each)			
2	205 Sq. Ft.	Elevated Floor			
3	14 Ft.	Ramp (13'-10 1/2")			
4	2	Stationary Platform, 18'L x 12"W			
5	4	Electric Carriages, 18'L x 24"W			
6	5	Safety Sweep (1 per aisle)			
7	1	Electric Safety System Override Key			
8	1	Rechargeable Hand Held or On-Board Power Override Unit			
9	2	Laminate or Steel End Panel, approx. 12"W x 82"H			
10	4	Laminate or Steel End Panel, approx. 24"W x 82"H			
11	4	Case Upright, "L", 12"D x 76 1/4"H			
12	8	Case Upright, "L", 24"D x 76 1/4"H			
13	20	Case Upright, "T", 24"D x 76 1/4"H			
14	10	Case Upright, "T", 12"D x 76 1/4"H			
15	12	Case Plain Shelf, 34"W x 12"D			
16	24	Case Plain Shelf, 34"W x 24"D			
17	84	Case Slotted Shelf, 34"W x 12"D			
18	168	Case Slotted Shelf, 34"W x 24"D			
19	504	Shelf Support, Double Rivet, 36"W			
20	72	Shelf Support, Single Rivet, 36"W			
21	144	Shelf Reinforcement, for Double Rivet Shelf Supports, 24"D			
22	24	Shelf Reinforcement, for Single Rivet Shelf Supports, 24"D			
23	84	Back Stop, 36"W			
24	168	Center Stop, 36"W			
25	840	File Divider, Letter Size			
26	3	Rollout Reference Shelf, Single Face			
27	6	Rollout Reference Shelf, Double Face			

TOTAL LIST PRICE - ELECTRIC / CASE TYPE SHELVING - TYPICAL G

# Typical G - Electric / Case Type Shelving



# Typical G - Electric / Case Type Shelving



Shelf Spacing Dimensions are "Clear Opening" Dimensions  
-F = Front Face of Double Face Shelving  
-B = Back Face of Double Face Shelving

